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Education & Training Committee Report/Minutes

AAFCO Midyear Meeting

Thursday, January 23, 2020, 9:15-10:15 AM, Albuquerque, NM

Board Recommendations

Board recommendation summary or list.

- (1) A recommendation to hold a Pet Food Labeling Workshop at Midyear 2021 in San Antonio, TX.
- (2) A recommendation to hold an Ingredient Definitions Submission Preparation Workshop at Annual 2021 in Omaha, NE.

Committee Participants:

Members Present: Marissa Kost – NC, David Dressler – PA, Dave Edwards – FDA, Ashlee-Rose Ferguson – WA, George Ferguson – NC, Jacob Fleig – MO, Kristen Green – KY, Kimberly Hull – FDA, Shannon Jordre – FDA, Darlene Kreiger – FDA, Laura Scott (for Robert Murray) – CFIA, Kate Nelson – CT, Jo Lynn Otero – NM, Shaness Thomas – FL, Jim True – KY, Janet Williams – FDA

Advisors Present: Lorri Chavez – PFI, David Fairfield – NGFA, Felicity Mejeris – NASDA, Scott Ringger – AFIA, Patrick Tovey – PFI

Others Present: Sue Hays – AAFCO

Committee Report/Minutes:

Marissa Kost (Committee Chair) called the meeting to order at 9:36 AM (MST). Members and advisors in the room introduced themselves. It was announced that Ashlee-Rose Ferguson, WA, will replace Lizette Beckman, WA, as the Pet Food Committee's liaison. Marissa Kost, NC, Chair, announced there would be an addition to the agenda regarding the upcoming Feed Administrators' Seminar in Estes Park, CO this May.

- **Training Calendar Workgroup:** Current available trainings have been added to the FeedBIN calendar. Jacob Fleig, MO, will take over for Jeff Scallan, LA as the primary contract to add future trainings to the calendar.
- **Leadership Training Workgroup:** Darlene Krieger, FDA, updated the committee on the workgroup progress. The workgroup was able to locate some of the original materials from this workgroup. Based on workgroup discussions, it was decided to focus on these three categories for leadership training:
 - 1) Administrative Skills for Committee Chairs and Co-Chairs: How-to-Guide for new committee chairs/co-chairs (e.g., running meetings, managing subgroups/workgroups, etc.)
 - 2) Communication Skills: communication skills are needed to effectively develop and deliver leadership's vision
 - 3) Leadership Skills: universal skills that are needed to be an effective leaderThe priority for the workgroup is to develop the first category, Administrative Skills for Committee Chairs and Co-Chairs. A proposal will be put together during following workgroup meetings.
- **OTED Training Updates:** Kimberly Hull, FDA, and Janet Williams, FDA, discussed the current availability of OTED Trainings:
 - 3 remaining courses for cGMP/PC.
 - 1) February 2020: Charlotte, NC – *Registration is already closed for this session.*
 - 2) April 2020: Seattle, WA
 - 3) June 2020: Fort Worth, TX



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- ORAU Pathlore: wide based animal food courses available
 - OTED working on sequencing animal food content (e.g., medicated feed, cGMP, BSE) and how courses interconnect to sequence courses.
 - OTED working to have 18 month – 2-year training schedules planned. The October 2020 – March 2021 will be announced on the ORAU Portal soon.
 - In response to recent surveys regarding training preferences, OTED is working on tele-broadcasting trainings in order to reach more people.
- **BITS and AITS Update:** Miriam Johnson, NC, Inspection & Sampling Committee Chair, updated the committee on planning for future BITS and AITS. Both BITS and AITS are seeking states to host for 2021. Contact Miriam Johnson, NC, Jessica Gore, NC, or Brett Groves, IN, for more information or if you are interested in hosting.
 - **Industry Training Update:** Scott Ringger, AFIA, updated the committee on available industry trainings opportunities that include:
 - IPPE: January 28-30, 2020 (Atlanta, GA)
 - Biosecurity for Feed Industry: January 29, 2020
 - NGFA & K-State PCQI and HACCP: February 18-20, 2020 (Manhattan, KS)
 - Feed Institute: August 2020 (Wisconsin) – Feed 101Links are available to these trainings on the FeedBIN calendar. It was discussed among the committee if online courses were added to the FeedBIN calendar. It was suggested for AFIA courses that registration availability be added to the calendar as opposed to the full duration of the offering dates. It is AFIA's intention to break up courses into modules to assist with availability.
 - **Workshop Calendar Update:**
 - 1) Annual Meeting 2020 (Baltimore, MD): GRAS Notice Workshop and an AAFCO Investigator Training, headed by Richard Ten Eyck, the day before the GRAS Notice Workshop.
 - 2) Midyear Meeting 2021 (San Antonio, TX): OPEN
 - ACTION: George Ferguson, NC, proposed to hold a Pet Food Labeling Workshop for this meeting.
MOTION: George Ferguson, NC, "I move to recommend a Pet Food Labeling workshop for the 2021 Midyear Meeting in San Antonio, TX to the Board." / Second: David Dressler, PA.
 - 3) Annual Meeting 2021 (Omaha, NE): OPEN
 - ACTION: George Ferguson, NC, proposed to hold an Ingredient Definition Submission Process Workshop for this meeting.
MOTION: George Ferguson, NC, "I move to recommend an Ingredient Definition Submission Process workshop for the 2021 Annual Meeting in Omaha, NE to the Board." / Second: David Dressler, PA. Richard Ten Eyck, OR, recommends a title change of workshop to "Ingredient Definition Submission Preparation Workshop".
 - 4) Feed Administrators' Seminar: Hollis Glenn, CO, gave a brief update about the upcoming FAS in Estes Park, CO this May 5-7. More information and registration will be posted on the AAFCO website shortly.
 - **NASDA Framework Training:** George Ferguson, NC, gave some information about the upcoming NASDA Framework Training that will be hosted in Raleigh, NC in two sessions: March 17-18 and March 19-20. The curriculum included topics surrounding planning and preparation.
 - **LMS (DigitalChalk) Update/Demo:** Marissa Kost & George Ferguson, NC, gave an update about the AAFCO LMS. This LMS is currently available to all AAFCO members and is primarily used to assign, deliver, and track trainings. States can create and upload their own trainings. The course library already contains linked Pathlore and ComplianceWire courses. The user will be directed to



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the appropriate website to take the course and upon returning to the AAFCO LMS, the user will be able to attach their certificate of completion to the course for verification. This system allows users to store all their trainings and certificates from various sites in one location. Various reporting features have also recently been added such as the addition of Continuing Education Units (CEUs) to course/offering information.

- Jacob Fleig, MO, inquired about importing transcript/records from previous trainings. The State of NC will oversee coordinating a one-time bulk importing event for previous trainings for the states. Marissa Kost, NC, will send out a template with accompanying directions in the next few months once a date for the bulk import is chosen.

• **New Business:**

- 1) Jim True, KY, questioned why people are not using PetNet or SampleNet? It was asked if there should be a training on how to use these. It was suggested that we start with a survey to discover if there is a need for a training before one is planned. Further discussion will take place later after the meeting.
- 2) Ashlee-Rose Ferguson will be the permanent designate from ETC for the Pet Food Committee.
- 3) African Swine Fever webinar next week. Details are on the FeedBIN calendar.

Meeting adjourned at 10:25 AM (MST).

Action Item Table

Responsible	Item	Action	Timing / Status
Darlene Krieger	Leadership Training	Develop first category of leadership training and put together a proposal.	Annual Meeting

Minutes approved 4/13/2020. 17 voting in the affirmative.